

Message Text

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70

ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 OMB-01 OPR-02 L-03 A-01 SS-15

MMO-04 H-02 SY-05 SCSE-00 SCA-01 PER-03 PPTE-00 SP-02

ABF-01 FSE-00 /052 W

----- 019386

R 211644Z AUG 75

FM AMEMBASSY BUENOS AIRES

TO SECSTATE WASHDC 2349

UNCLAS BUENOS AIRES 5613

FOR FADRC

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

FOLLOWING RECORDS ARE RETRIEVABLE BY NAME AT POST:

A. I. POST PERSONNEL FILE

II. U.S. GOVERNMENT CIVILIAN AND MILITARY EMPLOYEES

III. SIMILAR TO PERSONNEL RECORDS MAINTAINED BY ALL AGENCIES, BUT INCLUDING OFFICIAL NOTES TO FOREIGN OFFICE, INFORMATION RE ARRIVAL AND DEPARTURE AT POST AND REQUEST FOR FOREIGN OFFICE IDENTIFY CARDS.

IV. SUBSECTION (B)(3) OF ACT

V. ROUTINE. INFORMATION GIVEN TO ADMINISTRATIVE COUNSELOR OR SECURITY OFFICER ONLY.

VI. FILE FORDER; FILED ALPHABETICALLY BY NAME AND AGENCY; KEPT IN BARLOCK CABINET. RETAINED ACCORDANCE WITH RECORDS MANAGEMENT HANDBOOK, APPENDIX B.

B. I. POST PERSONNEL FILE

II. STATE DEPARTMENT EMPLOYEES

III. EFFICIENCY REPORTS

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IV. 3FAM532.1

V. NONE

VI. SAFE WITH COMBINATION LOCK; FILE FOLDER, ALPHABETICAL ORDER. DESTROYED ONE YEAR AFTER EMPLOYEE'S DEPARTURE FROM POST.

C. I. GENERAL SERVICE OFFICE FILES

II. ALL DIPLOMATIC AND NON-DIPLOMATIC PERSONNEL ASSIGNED TO MISSION.

III. COPIES OF INCOMING/OUTGOING SHIPPING DOCUMENTS; COPIES OF OFFICIAL NOTES TO ARGENTINE GOVERNMENT REQUESTING LICENSE PLATES, DRIVING LICENSES, ENTRY PERMITS.

IV. SUBSECTION (B)(3) OF ACT

V. ROUTINE USE IN GSO.

VI. FILE FOLDER; ALPHABETICAL ORDER; BARLOCK CABINET; FILES RETAINED FIVE YEARS AND THEN DESTROYED.

D. I. BUDGET & FISCAL OFFICE FILES.

II. U.S. CIVILIAN EMPLOYEES PAYROLLED BY WASHINGTON FINANCE CENTER OR WHOSE TRAVEL VOUCHERS PROCESSED BFO.

III. COPIES OF QUARTERS & EDUCATION GRANTS; SALARY ALLOTMENT FORMS; TRAVEL ORDERS AND TRAVEL VOUCHERS.

IV. SUBSECTION (B)(3) OF ACT

V. USE OF B&F PAYROLL/VOUCHERING EMPLOYEES ONLY.

VI. FILE FOLDER; FILED ALPHABETICALLY; KEPT IN BARLOCK CABINET; DESTROYED TWO YEARS AFTER EMPLOYEE'S DEPARTURE.

A-D VII - ADMINISTRATIVE OFFICER

A-D VIII - NONE

HILL

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 21 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975BUENOS05613
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750290-0315
From: BUENOS AIRES
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750828/aaaaayjo.tel
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Margaret P. Grafeld
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EO Systematic Review
06 JUL 2006

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To: STATE
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